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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 4 October 1961

FROM : Chief, Management Training Faculty

SUBJECT: Weekly Activity Report #34  
 27 September - 3 October 1961

SUPERVISION #65

1. Proceeding on schedule. A new topic, "How to Identify and Deal With the Problem Employee", was introduced into this course by [REDACTED]. The referrals procedures discussed were first checked out by [REDACTED] of the A&E Staff and [REDACTED] of the Psychiatric Staff.

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SENIOR MANAGEMENT SEMINAR

✓ 2. Plans for this course require full-time attention at this point but are proceeding satisfactorily. [REDACTED] and [REDACTED] spent Tuesday at [REDACTED] working on administrative arrangements there. Case materials have been received from Harvard and will be assembled in notebooks before shipment to [REDACTED]. Contact is being maintained with nominees by this and the Registrar's office, and coordination of travel arrangements (car pools), etc. requires a considerable effort. We have not run into unsurmountable difficulties, however, and the SMS seems to be on the track.

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REUNION OF [REDACTED]

✓ 3. Returns from the questionnaire sent to members of last year's Senior Management Seminar indicate that about 20 of the group will attend a reunion with [REDACTED] on 21-22 October [REDACTED]. Plans for the movement of this group are being handled by this Office.

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NEW MATERIAL FOR MTF COURSES

4. As a result of an Executive Order, the CIA has to certify that all supervisory and management courses include data on employee conduct. A great deal of the relevant data has been a part of the courses in the past. With the publication of [REDACTED], however, we plan to cover the material in a more systematic fashion.

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REQUEST FOR CONSULTATION SERVICES

5. On 3 October 1961, [REDACTED] received a personal request for (unpaid) consultation services from Lt.Col. Paul Bittick, M.C., USAF. He is Chief, Neurology and Psychiatry, Andrews Air Force Hospital and Chief Psychological Consultant to all Air Force installations on the east coast. Dr. Bittick is struggling with an

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extremely difficult project, the selection of Air Force personnel for a highly critical and sensitive operation. There appears to be some similarity between the problems he is encountering and those facing the Agency in the area of selection and training of personnel for special assignments. In view of [REDACTED] assignment to the Management Training Faculty, however, Dr. Bittick's request was referred to C/A&E. [REDACTED] will contribute as much consulting time as his MTF duties permit.

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IN-BASKET

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with management selection and development. Specific security actions to protect the Agency's interests were discussed. When we have a draft of the manuscript, we will take up the matter with the OTR Security Officer.

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7. [REDACTED] reported that the cost of printing the 300 In-Baskets for the Management Training Faculty was \$621.00. In accordance with the request of the C/A&E, this cost is absorbed in A&E's contract with [REDACTED] rather than becoming a charge on the Intelligence School.

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8. [REDACTED] has received several inquiries from other psychologists regarding other employment possibilities within CIA. He has passed them on to the C/A&E.

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9. [REDACTED] attended a one-day Orientation Course for Training Assistants conducted by the R/TR on 14 September 1961.

[REDACTED]

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